

Effective 30 June 1995

Military Police

Access Procedures

This UPDATE printing publishes a new memorandum which is effective 30 June 1995.

For the Commander:

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Summary. This memorandum establishes access controls and security measures for Headquarters, United States Army Recruiting Command.

Applicability. This memorandum applies to all Headquarters, United States Army Recruiting Command personnel.

Impact on New Manning System. This memorandum does not contain information that affects the New Manning System.

Suggested improvements. The proponent agency of this memorandum is the Office of the Headquarters Commandant. Users are invited to send comments and suggested improvements

on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCHC), Fort Knox, KY 40121-2726.

Distribution. Distribution of this memorandum has been made in accordance with USAREC Pam 25-30, distribution E.

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1. Purpose

This memorandum establishes access controls and security measures for the new Headquarters, United States Army Recruiting Command (HQ USAREC) building located at 1307 3rd Avenue, Fort Knox.

2. Related publication

USAREC Reg 380-4 (Security Program).

3. Explanation of abbreviations

- a. HQ Comdt—Headquarters Commandant
- b. HQ USAREC—Headquarters, United States Army Recruiting Command
- c. SDNCO—staff duty noncommissioned officer
- d. SDO—staff duty officer

4. Policy

- a. Duty hours.
 - (1) The staff duty officer (SDO) or staff duty noncommissioned officer (SDNCO) shall unlock all entrance doors on the south side, and both south and north entrances at the in-fill at a designated time in the morning (0600-0630) and secure doors after normal duty hours (1900). All personnel entering or exiting the building prior to 0600 or after 1900 must use the south side main entrance and exit at the in-fill. Those individuals entering or exiting the building from 1900 to 0600

must sign-in and sign-out with the SDO or SDNCO. Sign-in and sign-out rosters will be provided and maintained by the Headquarters Commandant (HQ Comdt). Daily sign-in and sign-out rosters shall be maintained for a period of 90 days and then destroyed unless required for investigative purposes.

(2) Basement delivery doors shall be controlled by the HQ Comdt and the Information Management Directorate, Mail and Distribution Center, and used exclusively for the delivery of bulk supplies, equipment, and mail.

(3) Access from the first floor loading dock shall be controlled exclusively by the HQ Comdt.

(4) Entrance and exit doors on the north side, other than the in-fill, shall be used only for deliveries or emergency exits. Signs shall be posted to state "Emergency Exit Only."

(5) A single designated smoking area shall be identified so as to prevent use of side entrances as gathering places where doors may be propped open allowing unauthorized access. Doors must remain closed to ensure optimum efficiency of the HVAC.

(6) Deliveries of parcels from the United Parcel Service, Federal Express, etc., shall be routed and received only at the Mail and Distribution Center. Signs directing deliveries shall be posted if required. Mail and Distribution Center personnel shall contact individuals to pickup delivered parcels or determine if these parcels may be placed in routine distribution.

(7) A telephone shall be requested for installation at the in-fill to permit visitors to contact sponsor personnel of their arrival and/or for directions to their work area. It shall be recommended that personnel meet visitors at the in-fill

and escort them to the work area.

(8) Deliveries of take-out food, flowers, etc., should be made only at the in-fill to further reduce unescorted, unofficial personnel in the facility.

(9) The SDO and SDNCO shall conduct routine security checks of all areas of the building, once prior to 2100 and another after 2400 but before 0500, checking for end-of-day lock-up procedures as prescribed by USAREC Reg 380-4, chapter 6. Immediate corrective actions and/or notification procedures shall be initiated as required with results of violations recorded on the staff journal. Records of violations shall be provided to the Security Branch, Personnel Directorate.

b. Nonduty hours.

(1) The building will be occupied by staff duty personnel after duty hours, therefore eliminating the need for any individual to have key(s) to entrances. Newly developed key control procedures shall be effective upon occupancy of building. Each directorate shall maintain control and accountability of all keys and locks for use within their functional work areas. The HQ Comdt retains control and accountability of all facility keys, less keys to desks, cabinets, etc., and shall control keys utilized by staff duty personnel.

(2) The SDO and SDNCO shall be posted near the in-fill and will control both entry and exit during nonduty hours. All other entrances and exits shall remain locked and inaccessible as entrances. Authorized persons entering building during nonduty hours will be required to present photo identification, sign-in at entry, and sign-out upon departure. Persons entering the building must also provide location and telephone number of the area working for emergency purposes.

Duty personnel will check all entrance and exit doors every 2 hours when other personnel are in the building. Security checks of outer doors leading to work areas, and those work areas that are not secured by doors shall be conducted at 4-hour intervals.

(3) Duty personnel will have keys (controlled by the HQ Comdt) available to all doors, service areas, and closets in the event access is required by authorized maintenance, service personnel, or in case of emergencies.

(4) The HQ Comdt, shall provide to the SDO and SDNCO, a roster of persons authorized access to the HQ USAREC building after normal duty hours. It is important to ensure that persons no longer employed, assigned, or having business with HQ USAREC are not permitted access without escort of HQ USAREC personnel during nonduty hours. Therefore, updates and changes shall be required of directorates and staff activities on a regular basis.

(5) Cleaning crews or other contract services shall not be permitted access during nonduty hours without adequate escort(s).

c. Additional measures. Changes or modifications to internal work spaces, installation of doors, use of additional security equipment, and modifications to the existing structure shall be coordinated as necessary with appropriate internal and external activities.